



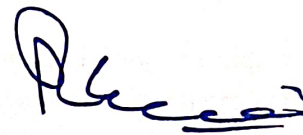
Whistle-Blower and Vigil Mechanism Policy



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WHISTLE-BLOWER AND VIGIL MECHANISM POLICY

S.No.	DETAILS	
1	Policy Effective From	Academic Year 2024-2025
2	Policy Applicable For	Students, Faculty, Staff, Contractual staff, Vendors, Service providers
3	Purpose of Policy	To provide a safe mechanism to report serious wrongdoing and protect good-faith whistle-blowers



PREAMBLE

IIHMR University, Jaipur, established under the IIHMR University Act, 2014, is committed to integrity, transparency and accountability in its academic, research, administrative and financial activities. As the University works with government agencies, partners, vendors, students and communities, it requires a safe way to raise concerns about serious wrongdoing and ensure these are examined fairly and confidentially.

This Whistle-blower and Vigil Mechanism Policy provides a structured channel to report such concerns and supports a culture where speaking up is seen as aligned with the University's values. It complements, and does not replace, existing grievance mechanisms and statutory committees (for example, those for sexual harassment, ragging and discrimination).

1. PURPOSE AND COVERAGE

The policy aims to:

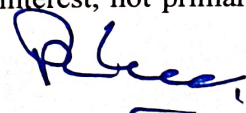
- Encourage good-faith reporting of serious misconduct or violations affecting the University's integrity, reputation, resources or people.
- Provide clear channels for reporting and follow-up.
- Protect those who raise concerns honestly from retaliation or unfair treatment.

It applies to all faculty and staff (including contractual and temporary), visiting and adjunct faculty, students and research scholars, project staff, interns, consultants, vendors, service providers and other individuals formally associated with the University.

The policy is meant for serious matters such as academic malpractice, financial irregularities, corruption or abuse of authority, significant non-compliance with laws or regulations, conduct that endangers health or safety, and deliberate destruction or concealment of evidence. Routine service issues and interpersonal disputes should normally use regular grievance procedures.

2. DEFINITIONS

- **Whistle-blower:** Any person who raises a concern about serious wrongdoing within the University, based on information believed to be substantially true.
- **Disclosure:** Sharing such information through the channels provided under this policy.
- **Good faith:** Acting with a genuine intent to protect institutional or public interest, not primarily to defame or harass others.



- **Retaliation:** Any adverse action (for example, unfair appraisal, denial of legitimate opportunities, harassment, threats or arbitrary disciplinary action) taken because someone made or supported a disclosure.

Protection is available to whistle-blowers acting in good faith, even if an allegation is not ultimately substantiated. It does not extend to knowingly false or malicious complaints.

3. REPORTING CHANNELS

Individuals who become aware of serious wrongdoing are encouraged to raise concerns as early as reasonably possible.

Where appropriate and safe, the matter may first be discussed with an immediate supervisor, Head of Department or another senior colleague. If this is not feasible, is unsatisfactory, or where senior officials may be implicated, a formal disclosure may be made under this policy.

Ordinarily, concerns should be reported in writing to the Registrar (or any other designated authority) via:

- A sealed envelope clearly marked as confidential, or
- A dedicated email channel notified for whistle-blower communications.

Disclosures should, as far as possible, describe the concern, identify the individuals or units involved (if known), indicate approximate dates and locations, and refer to any supporting records. Named disclosures are encouraged; anonymous ones may be considered based on seriousness, clarity and feasibility of enquiry.

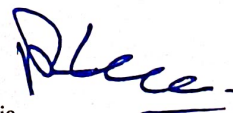
4. REVIEW, ACTION AND PROTECTION

All disclosures under this policy will be treated seriously. On receipt, the Registrar records the complaint confidentially and conducts a brief review to decide whether it:

- Falls within this policy's scope,
- Should be referred to another committee (for example, Internal Complaints Committee), or
- Is clearly frivolous or unsupported and may be closed with reasons recorded.

Where a detailed enquiry is needed, the competent authority may assign the case to an appropriate department, a small internal committee or an external expert, ensuring impartiality and relevant expertise. After enquiry, key findings and recommendations are submitted in writing; where misconduct is established, the University may start disciplinary proceedings, seek recovery of losses, adjust contracts or report the matter to external agencies as required.

The University will take reasonable steps to protect whistle-blowers acting in good faith from retaliation or victimisation. Any intimidation, threat or unjustified adverse action linked to a disclosure will itself be treated as misconduct. Information about the complainant and the disclosure will be shared only on a need-to-know basis and records will be kept securely.



The policy will be available on the University website, introduced in relevant inductions and reviewed periodically to remain aligned with legal requirements and good practice.

